

Headquarters  
California Army National Guard  
Sacramento, CA  
1 October 1996

**\* California Army National Guard  
Regulation 310-4**

**Training**

**Request for Orders**

FOR THE GOVERNOR:

TANDY K. BOZEMAN  
*Major General  
The Adjutant General*

OFFICIAL:



RICHARD E. BEARDSLEY  
*COL, GS, CAARNG  
Director of Administration*

**History.** This is a revision to CAARNG Regulation 310-4, dated 6 September 1991.

**Summary.** This regulation provides guidance on requesting orders for California Army National Guard personnel.

**Applicability.** This regulation applies to all California Army National Guard units.

**Interim Changes.** Interim changes to this regulation are not official unless they are authenticated by the Director, Organization, Training, and Mobilization.

**Suggested Improvements.** The proponent agency of this regulation is the Directorate of Organization, Training, and Mobilization. Users are invited to send comments and suggested improvements to OTAG (CAOT), P.O. Box 269101, Sacramento, CA 95826-9101.

**Distribution.** Distribution of this publication is for Army - A.

**Contents** (Listed by paragraph and page number)

Purpose • 1, *page 1*  
Scope • 2, *page 1*  
General • 3, *page 1*  
References • 4, *page 1*  
Definitions • 5, *page 1*  
Policy • 6, *page 2*  
Restrictions • 7, *page 3*  
Fundamentals • 8, *page 4*  
Manday oversight responsibility • 9, *page 4*  
Requesting Orders • 10, *page 5*  
Distribution of orders • 11, *page 5*  
Amend/revoke orders • 12, *page 5*

**Appendixes**

A. Justification for over 30 days, *page 6*  
B. AFCOS Order Screen, *page 9*

**Figure List**

A-1. AFCOS Active Duty Input Screen, *page 6*  
B-1. AGR and IDT Travel Input Screen, *page 9*

**Reproducible Form**

CA ARNG Form 310-4R. *Request for Orders*

\*This regulation supersedes CAARNG Reg 310-4, dated 6 September 1991.

## 1. Purpose

This regulation provides policy and procedures to be followed in requesting TDY orders for Inactive Duty Training (IDT) travel, Invitational Travel Orders (ITO), and in requesting orders for Annual Training (AT), Additional Annual Training (AAT), Active Duty for Training (ADT), and Active Duty for Special Work (ADSW).

## 2. Scope

This regulation is applicable to all elements of the California Army National Guard (CAARNG) submitting requests for orders to CAOT-TO for approval and publishing.

## 3. General

To protect the interests of the individual and those of the Government, authorization of pay, entitlement to retirement points, and any claims or benefits that may arise as a result of military service require documentary evidence that the individual was in a duty status as authorized by federal law and regulations. Accordingly, written orders or letters of authority will be issued by competent authority PRIOR to the performance of duty.

## 4. References

Additional information/guidance is contained in AR 310-10, Military Orders; Joint Federal Travel Regulations, (JTR); NGR 310-10, NGR 37-111, CAARNG Reg 350-5, Annual Training; CAARNG Reg 350-8, Schools; Current National Guard Bureau (NGB) All States Log Number on Type Duty Codes (TDC's); USPFO Special Financial Bulletin for Revised Per Diem Rates; USPFO Current FY Chart of Fiscal Accounts; ARNG Automated Fund Control and Orders System (AFCOS) End User's Manual, dated 15 August 1994.

## 5. Definitions

OTAG, CAOT-TO is the competent authority for the issuance of all AT, AAT, ADT, ADSW, and ITO orders sub-allocated to this directorate by the comptroller at USPFO for CA. This authority is NOT delegated below state headquarters.

*a. AT.* Annual Training is a period of training duty, at least 15 days per year including travel time, required to be performed by every member of the ARNG. AT is normally performed as a unit, except in instances where a unit is placed on Year Round Training (YRT). In this case, AT can be performed individually.

*b. AAT.* Additional Annual Training is an additional training period authorized to units to support extended requirements for training. Restrictions are outlined, by National Guard Bureau (NGB), in the All-States Memo, Subject: Type Duty Codes (TDC) for the current Training Year (TY).

*c. ADT.* Active Duty Training is a period of duty used only for recipients of specific training (students, participants in exercises, etc.) not to prepare for or conduct the training, and cannot exceed 179 days (exception is Western Combat Arms Brigade (WCAB), and Regional Training Site Maintenance (RTSM)).

*d. ADSW.* Active Duty for Special Work is a period of duty used to support a number of diverse purposes which are essential to the organization, and will not exceed 179 days without written approval by NGB.

*e. ADT/ADSW W/O Pay.* ADT/ADSW Without Pay is managed and conducted in the same manner as active duty with pay. It must be preceded by OTAG orders, and may be used only when it has been determined that other duty status with funding is not available. It must be directly related to official military duties and cannot be used to support professional meetings, seminars, parades, ceremonies, and conferences. Orders for the performance of ADSW without pay must include the words, "with the consent of the individual," and include specific official duties to be performed.

*f. ITO.* Invitational Travel Order is the term applied to travel which may be authorized for individuals when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense (DOD). Travel allowances authorized for such persons are limited to those normally authorized for employees in connection with temporary duty. ITOs may be issued even when there will be no claim for reimbursement for per diem. ITOs normally only cover travel and per diem expenses, but with the approval of NGB may include some types of base pay.

*g. IDT.* Inactive Duty Training is defined as training or duty (other than AT, AAT, ADT, or ADSW) with or without pay, authorized for units or members of the ARNG under Title 32, United States Code (USC). This duty is performed in a state status and includes, but is not limited to, Unit Training Assembly (UTA), Multi-Unit Training Assembly (MUTA), Split Unit Training Assembly (SUTA), Readiness Management Assemblies (RMA), Equivalent Training (ET), Additional Flight Training Periods (AFTP), and Junior Leadership Training For Civil Disturbance (JLTCD). Guidance on the use and restrictions is outlined in a CAOT-TO memorandum issued on 1 Oct for every Fiscal Year (FY).

h. *AFCOS*. Automated Fund Control and Orders System is the system that the ARNG utilizes to request and publish orders for the State of California.

i. *Approval Authority (AA)*.

(1) Competent authority for the conduct of IDT, which does not involve individual transportation and/or per diem expenses, is the unit commander who satisfies the requirements of adequate written authorization by issuing the unit training schedule (and OTAG Form 350-2R authorizing Rescheduled Drill, RMA, etc.) in advance of the training to be conducted. Such schedules are issued in the form of an order containing the phrase to the effect that *"All members of UNIT are hereby ordered to attend all periods shown on this schedule."*

(2) Competent authority for the conduct of AT, AAT, ADT, and ADSW which does involve individual transportation and/or per diem expenses, is OTAG, CAOT-TO, Pay and Allowances. The authority to sign, or competent authority, may be delegated below this headquarters. When this authority is delegated, it shall be accomplished on a FY basis by a special memorandum sub-allocating IDT travel funds.

## 6. Policy

All requests for orders should be received at CAOT-TO no later than 15 days prior to the start of duty.

a. *General Officers (GOs)*.

(1) ARNG GOs, or individuals assigned to a TDA general position will not exceed 45 Authorized Training Workdays (ATWs) per FY.

(2) ARNG GOs, or individuals assigned to a GO position in Divisions, Brigades or MTOE equivalent will not exceed 60 ATWs per FY.

(3) In addition to (ATWs), ARNG GOs or individuals assigned to a GO position are eligible to perform NGB Directed Workdays. In order for a GO to perform this duty, a memorandum from NGB stating that the duty is NGB directed must be received by CAOT-TO prior to the duty being performed.

(4) *Travel orders for GOs*.

b. *Technicians*.

(1) Utilization of AT/AAT/ADT/ADSW work days by technicians will be as prescribed for M-day Guardsmen within the following guideline.

(a) Duty will not be performed at the worksite/ workstation of the technician during a normal technician workday.

(b) Technicians will be in an appropriate leave status during the normal workday schedule for the period covered by the military duty orders.

(c) A period of technician duty and a period of Training/Special Work days will not be scheduled on

the same calendar day. This means that when a technician is scheduled for training on a given calendar day, he/she will not work as a technician on that day and must be in an appropriate leave status (annual leave, military leave, compensation leave, leave without pay, etc.) for the entire workday.

(d) When a technician is performing duty in an M-day status, at the location he/she normally performs duty, then he/she will be considered to be within a reasonable commuting distance.

(2) The following statement must be added to a request for orders involving a technician: *"The duties to be performed are primarily related to the military position of the soldier, are outside the primary technician duties of the soldier, and are essential to mission accomplishment."*

(a) When using AFCOS to publish the order, the statement will be included by using one of the additional instructions block.

(b) When a hard copy is required to publish an order, all technicians will circle TECH on the Request for Orders, CAARNG Form 310-4R.

c. *AGR use of AT/AAT/ADT/ADSW travel*.

(1) An ARNG soldier may use AT travel money to support travel costs incurred during an AT period only.

(2) An AGR soldier may use ADT/ADSW travel money to support travel costs when the purpose of the travel is within the scope of the TDC that is being used and outside the normal duties of the soldier.

(3) An AGR Soldier can not use AAT/ADT/ADSW travel money when he/she is performing normal duties for his/her position.

d. *Invitational Travel Orders (ITOs)*.

(1) ITOs may be authorized for any of the following reasons:

(a) An individual is requested to conference, lecture, instruct, or give a demonstration at an activity in connection with a DOD operation or program.

(b) Attendance of an individual at an awards ceremony for which he/she is a recipient or presenter. If the recipient or presenter is handicapped, an attendant would also be authorized an ITO.

(2) *ITOs will NOT be authorized for the following reasons:*

(a) Nonappropriated fund officials or employees.

(b) Contractor employees.

(c) Dependents or relatives of individuals for whom an ITO was issued, unless the traveler is handicapped and requires an attendant. In this case a dependent or relative could be issued an ITO.

(d) *Federal Government employees or members of the Uniformed Services*. These individuals are given regular temporary duty orders. This restriction does

not apply to retired personnel, State Active Duty (SAD) employees without federal recognition, or members of the State Military Reserve (SMR).

(3) *Allowable Expenses.* The ITO will provide for travel and transportation of an individual from his/her place of business or home of record to the place where the services are required and returned to the point of origin. Mode of transportation will be at least cost to the government. Per diem, actual expense, and mileage allowances while traveling and at the place of the services will be in accordance with (IAW) the current JTR.

*e. All Others.*

(1) *Soldiers performing duty outside their normal chain of command* must receive authorization from their unit prior to start of the duty. The request for orders should be forwarded through the command for which the duty is being performed.

(2) *Requests for less than 30 days.*

(a) If an individual is within reasonable commuting distance, then orders should be requested only for the days the duty is actually being performed.

(b) If an individual is outside the reasonable commuting distance then it is more economical to place the individual on continuous orders instead of paying the costs of multiple travel trips.

(3) *Requests for more than 30 days.*

(a) The requests should be continuous without weekend breaks. Exceptions can be made when it is in the best interest of the government (e.g., the individual lives within a reasonable commuting distance).

(b) A letter of justification is required to support any order over 30 days. The letter will include:

1. The specific objective(s) to be accomplished.
2. The proposed TDC.
3. The estimated number of days required to complete the objective.

4. The justification must be signed by a designated approving authority.

(c) Documentation of the duty performed will be maintained by the designated approving authority. The documentation will certify that the objectives were/were not completed.

*f. Commuting Distance.* Reasonable commuting distance is defined as a distance of less than 55 miles or an hour commute depending on the location of travel.

*g. Tracer Actions.* The following guidelines will be used in tracing an order.

(1) When a request has been forwarded on an OTAG Form 310-4 and a tracer action is required, a copy of the original request should be forwarded through command channels to the individual inputting to AFCOS.

(2) *When the request has been entered into the AFCOS and no order has been published.*

(a) First check the input screen to insure that the request was input correctly.

(b) Second, check in the query screen to ensure that the order was not published and not just lost while down loading your E-mail. (NOTE: If an order is lost while pulling E-mail, prior to calling OTAG, the unit should try each unit in its chain of command as they receive copies of the orders as well.)

(c) Attempt to reenter the request into the input screen in AFCOS. If the request does not take, call your chain of command.

## 7. Restrictions on the use of ADT/ADSW

a. National Guard Regulation (NGR) 37-111 establishes fundamental policy guidelines and Internal Control Checklists for the use of ADT, ADSW, and AAT mandays. An annual NGB All-States Memo, Subject: Type Duty Codes (TDC), provides guidance on the purpose of which each TDC category may be used. We will comply with those guidelines, and every program, fund, and budget manager must become thoroughly familiar with them.

b. Senior Commands (SRCOMs), Directors, or Training Sites allocated ADT, ADSW, or AAT resources may utilize those funds for project or mission accomplishment at their discretion up to a maximum length of continuous duty of 139 days. If continuation of an individual on orders is required beyond 139 days to complete a specific mission, the individual command must request a waiver from the Adjutant General. If the mission will exceed 179 days, the State must request approval from NGB.

(1) Missions for soldiers are normally short in duration, and the length of orders should be determined by specific mission requirements.

(2) All ADT, ADSW, and AAT mandays were authorized by NGB for specific purposes. SRCOMs, Directorates, or Training Sites, allocated these dollars, must ensure that they are expending funds based upon approved guidance as submitted on their Administration Plans.

c. Commanders, program, or fund managers will determine how best to accomplish their mission requirements within the resources allocated. Some projects may be accomplished during a Monday through Friday workweek and some may require extended orders and periods of duty. The intent of ADT, ADSW, or AAT funding is for the accomplishment of specific projects or missions that may range from a 1-day period to a 179-day period, or longer.

d. Commanders, program, or fund managers who employ individuals in excess of 30 days on continuous orders, will ensure that the individual's

leave is managed properly to preclude a lump sum leave payment at the end of the duty period. At no time will a soldier that is on ADT, ADSW, or AAT accrue more than 7.5 days of leave. Accrued leave is not authorized to be carried from one training year into another. You must ensure that balances are at zero at the end of the FY.

e. Individuals accepting ADT, ADSW, or AAT orders must be told upfront that we owe them nothing in terms of long-term employment; they are in a "temporary" status. Each individual prior to being placed on orders will be counseled, by the commander, program, or fund manager. This counseling will be made available upon request from CAOT-TO.

f. Individuals on extended ADT, ADSW, or AAT orders will work a minimum of five days a week, eight hours a day. These individuals are not, and will not be considered full-time employees. As such, they do not fall under any full-time guidelines and technically should perform a minimum of eight hours a day for each day they are on orders.

g. Commanders, program, or fund managers will ensure that individuals placed on orders in excess of 30 days live within a reasonable commuting distance to preclude daily travel and per diem authorization.

h. Soldiers called to jury duty.

(1) Soldiers on ADT, ADSW, or AAT mandays who are on orders 139 days or less are exempt from jury duty per the California Military and Veterans Code Section 391.

(2) Soldiers on ADT, ADSW, or AAT mandays who are on orders in excess of 139 days will be placed on Permissive TDY. Funds received from jury duty will be sent to the USPFO, ATTN: CAUS-TP for processing.

i. NGR 40-501, requires that a soldier entering into any type of full-time duty for a period greater than 30 days must have a current physical that meets Chapter 2, AR 40-501 requirements. This requirement must be verified by MILPO, State Surgeons Office, prior to orders being produced.

## **8. Fundamentals and guidance for use of mandays**

a. ADT and ADSW "cannot be utilized to circumvent manning limitations, supplement the full-time work force, nor to overcome shortages in the full-time work force." All ADT and ADSW "must be utilized to meet the initial, experiencing, and recurring/sustainment/continuation of training and other authorized requirements levied upon units and individual members by applicable training or other directives, and/or to provide authorized training support in pursuit of such objectives" (Para 1-4b, NGR 37-11).

b. ADT may be used only for recipients of training (students, participants in exercises, etc.), not to prepare or conduct training unless the guideline for the TDC allows it. Individuals may not exceed 179 days of ADT in a FY, unless approved by the Chief of Staff Army Division.

c. ADSW may be used to support a number of diverse purposes which are essential to the organization, such as: operation of training areas, unit reorganizations, study groups, exercises, short-term mission projects, administrative support functions, conferences and meetings, planning, property inventories, etc., (see Para 1-3c, NGR 37-111; and the specific TDC definitions). Individuals will not be authorized to exceed 179 days of ADSW in a FY; waivers will not be considered.

d. An individual who accumulates more than 30 days of ADSW during the last quarter of a FY, may not perform additional ADSW duty for 60 days during the first quarter of a new FY (Para 3-5 NGR 37-111). When an individual has performed a cumulative total of 180 days of ADSW (regardless of TY), the individual must have a 60-day break before performing additional ADSW (see Para 3-3, NGR 37-111). The same rule applies to ADT.

e. The AAT accounts are specifically excluded from the constraining language cited in subparagraphs above. The use of AAT, however, must comply with the intent and guidelines established by NGB for each AAT TDC. The general intent is that AAT will be used to plan, prepare for, support, conduct, or receive benefits from ARNG training activities.

f. Soldiers with over 180 days ADSW within a FY and on duty the last day of the TY count against the State's AGR endstrength. Counterdrug ADSW personnel are exempt under this rule.

g. *ADSW Personnel.* No soldier serving on Title 32 ADSW will have their ADSW tour renewed in a FY without meeting the requirements of AR 135-200 and NGR 37-111. Request for waiver of the 60-day break requirement must be justified in writing and forwarded to NGB-ARP-FS. Requests must include a current copy of the soldier's Retirement Points Accounting Statement (RPAS).

## **9. Manday oversight responsibility**

The Director, Organization and Training is assigned oversight responsibility for the proper utilization of all ADT, ADSW, and AAT resources allocated to the CAARNG. As such, CAOT will conduct a semi annual review and reconciliation with the program or fund manager, who employ individuals in excess of 30-day periods of duty. The review and reconciliation will consist of the following:

a. By name listing of individuals on extended ADT, ADSW, or AAT orders.

- b. Length of ADT, ADSW, or AAT orders.
- c. Individual workday schedule during period of duty.
- d. Individual accrued leave and managers leave plan.
- e. Reconciliation of managers TY allocation and expenditure to date, by TDC.

## 10. Requesting Orders

Requests must be forwarded through the chain of command, so as to arrive at this headquarters a minimum of 15 days prior to the first day of duty to insure that orders are published and distributed in a timely manner. Requests for individuals to perform duty which exceed 30 days must be accompanied by a letter of justification as described in para 6e(3)(b) above.

### a. Orders.

#### (1) AFCOS.

- (a) AFCOS will be used to input requests for orders whenever possible.
- (b) The request for orders screen will be filled out IAW appendix A.
- (c) The request for travel orders screen will be filled out IAW Appendix B.
- (d) Requests that are required to be produced the following day should be input into AFCOS by 1500 hours each day.
- (e) Requests received after 1615 hours daily will not be produced or acted upon until the next business day.
- (f) If a problem exists with the request for orders CAOT-TO will leave a message on the request indicating what the problem is and return that request back to the last headquarters, that reviewed the request, for correction.

(g) If the day following your timely input of a request an order is not in your electronic mail box, then you should first query the input screen to ensure there was nothing wrong with the request.

(2) A CAARNG Form 310-4R will be used and forwarded to OTAG, CAOT-TO when:

- (a) A fund cite is provided by another fund manager.
- (b) If the requesting unit/directorate is not on-line with AFCOS.
- (c) A request for Alternate AT is forwarded IAW CAARNG Reg 350-5.
- (d) If AFCOS is down and a request for orders must be processed.
- (3) A CAARNG Form 310-4R will be completed and forwarded to OTAG when a travel order is needed and:
  - (a) A fund cite is provided by another fund manager;
  - (b) If the requesting unit/directorate is not

on-line with AFCOS;

(c) If AFCOS is down and a request for TDY orders must be processed.

### b. Verbal Order Commanding Officer (VOCO) Authority.

(1) VOCOs will be granted on an emergency case-by-case basis only and must be requested prior to the start of duty.

(2) In those cases where a VOCO is required, the following information is required:

- (a) Name of individual.
- (b) Social Security Number of individual.
- (c) Location of duty.
- (d) Dates of duty.
- (e) TDC.

(3) Only a commander, designated representative, or person with AFCOS approval authority for a command may request a VOCO.

(4) When a VOCO is granted, the hard copy or AFCOS request must be received within 72 hours.

## 11. Distribution of orders

All orders requested through AFCOS will be distributed electronically to Budget and Fiscal at USPFO for CA, CAUS-BF; OTAG Military Personnel Automation Branch, CAMP-PAS; and the applicable program manager; SRCOM; BDE; BN; and Separate Unit. Additional copies of the order can be distributed to USPFO for travel, CAUS-TR; WCAB; Camp Roberts ISU, CACR; California State Aviation Office, CAAO; Camp San Luis Obispo, CACS; and all of the SRCOMs.

## 12. Amend/revoke orders

Requests to amend or revoke an order must include a cover letter stating what action is required to be performed. This information is maintained at the first level of command that is authorized a level 5 or:

(1) Only one amendment or revocation action per transmittal will be accepted.

(2) If an order was revoked by mistake, the revocation order cannot be withdrawn. A new request for orders will have to be submitted. The order can only be done after the unit has submitted a DD Form 114 for "collection action." A copy of the DD Form 114 should be submitted with the request for orders.

(3) If an AFCOS order needs to be amended which will result in breaking the period of duty into two separate periods of duty, then the order will have to be amended to the first period and a new order cut for the second period of duty.

(4) To amend an order that has already been amended, forward the original order, the amendment, and a transmittal letter to CAOT-TO.

**Appendix A**  
**Justification for over 30 days**

**Completion of AFCOS Active Duty Input Screen**

1. The Active Duty Input Screen is accessed by entering a 2 on the main menu. The following screen will come up:

PGM MGR Code	Active Duty Orders	Approval Level 1
TDC		
SSN	Event XREF	
Name	Travel EOR C	
Tour Date 29-AUG-96 Thru 29-AUG-96	COLA Location 000	
UIC Charge To	Rations Avl N Qtrs Avl N	
Address	Daily PD Rate 0	
	Other Trvl Cost 0	
	GTS Fare 0	
PCS/TDY (P,T) T	Round Trip Mileage 0	
Pay/Allowances Authorized 1	Addl EOR Cost 0	
NATO (Y,N) N Destination Country		
Requester		
Notes		
Requester		

Char Mode: Replace Page 1

Count: \*0

PGM MGR Code	Active Duty Orders	Approval Level
SSN	Name	Tour Date 29-AUG-96-29-AUG-96
TDC		UIC
Distribution 01		
Authority 00000001		
Addl Instructions		
Report to		
Purpose		
Report Time		
Addl 1 Liner		
Addl 2 Liner		
Disapproval		
Notes		
Requester		

Figure A-1. AFCOS Active Duty Input Screen

2. The following instructions will be used to complete the active duty input screen.

a. *PGM MGR Code (Program Manager Code)* - This refers to whose account the money will be taken from to pay for the duty. Examples of a program manager code are TOC for the 40th ID, TOE for the 175th MED BDE, or BF0

("B", "F", "ZERO") for all AT accounts. Only those SRCOMs with units in YRT are authorized and have access to BF0 as a program manager. (NOTE: The PRG MGR Code is controlled by your login, so no one within one SRCOM can use another SRCOM's PGM MGR Code.)

b. *TDC (Type Duty Code)* - Input the appropriate TDC for the duty.

c. *Approval Level* - Enter appropriate response (levels 1 through 7).

d. *SSN* - The Social Security Number must be input without dashes. Once return or tab is hit the computer will automatically search the SIDPERS database and retrieve the individual's name, UIC, and home of record.

e. *Name* - The name field will be pulled up automatically; however, if there is a misspelling or name change then it may be corrected here. (NOTE: This is a one time change and will only change that order until SIDPERS is updated.)

f. *Tour Start Date* - The start date defaults to today's date. No order should be input to the system that has a start date prior to today's date unless a VOCO was granted by OTAG, CAOT-TO.

g. *End Date* - The end date defaults to today's date.

h. *UIC* - The UIC will be pulled up automatically; however, if the individual has recently transferred, the UIC may be corrected. (NOTE: Certificate of Performance will be sent to the unit in this field for pay purposes.)

i. *Charge to UIC* - This field is blank unless entered by a requester. This UIC will override the parent unit from receiving the Certificate of Performance. (NOTE: This is a one time change and will only change that order.)

j. *Address* - Individual's home of record defaults to what is currently in SIDPERS, correct if necessary.

k. *PCS/TDY (P/T)* - This field is used to specify whether the duty is a Permanent Change of duty station or Temporary Duty.

l. *Pay/Allowances Authorized* - Enter 1, 2, or 3.

1 = All Pay and Allowance

2 = Without Pay

3 = Without Pay and Allowances

m. *NATO Y/N* - Enter appropriate response.

(NOTE: If Y for NATO, cursor automatically moves cursor to destination country field. Type city and country exactly as you want it to appear on

NATO Order. [You must call CAUS-DP to inform a NATO Order is to be run as NATO Orders come out in e-mail messages not in the normal orders daily download.] NATO Orders are treated as messages, not orders, for output. NATO Orders do not run in emergency runs, you must wait overnight for delivery in the system.)

n. *Event XREF* - Enter the appropriate response. (NOTE: This is a 14 character field used to track budget events.)

o. *Trvl EOR (Travel Elements of Resource)* - The travel EOR defaults to "C." The appropriate responses are as follows:

"A" - Operational/Managerial

"C" - Training

"J" - Other (i.e., PCS)

p. *COLA Location* - DO NOT USE, this function not required.

q. *Ratns Avl (Y,N)* - Enter the appropriate response.

r. *Qtrs Avl (Y,N)* - Enter the appropriate response.

s. *Daily PD Rate* - Enter the per diem rate for a duty location only if authorized. Obtain the per diem rate from the current USPFO Special Financial Bulletin and JFTR as applicable.

t. *Other Travel Cost* - This field is used to input additional costs such as rental car, reimbursement of registration fees, and other costs not covered by another field.

u. *GTS Fare* - This is where commercial air fare is input. Call Carlson Wagonlit Travel for the correct cost of the travel.

v. *R/Miles* - Enter the round trip mileage only if the individual is traveling by POV and is outside reasonable commuting distance.

w. *Additional EOR* - Use if additional element of resource and cost is needed; otherwise, leave blank.

x. *Requester Notes* - Message field from requester to approving authority (does not appear on orders), e.g. "Please approve orders", "please call me", etc.).

y. *Distribution* - This two digit code determines the electronic distribution of the order. The system defaults to "01" which sends a copy to everyone within the individual's chain of command. A complete listing of the possible distribution codes can be found by selecting Alt+F3 for a PC user or F3 for a Sperry user while cursor is in field.

z. *Authority* - This line specifies under which authority the duty is to be performed. A complete listing of the possible Authority codes can be found by selecting Alt+F3 for a PC user or F3 for a Sperry user while cursor is in field.

aa. *Addl Instructions* - These fields are used to input codes for a list of common additional instructions. A complete list of the current additional



instruction codes can be found by selecting Alt+F3 for a PC user or F3 for a Sperry user while cursor is in field.

*ab. Report To* - This is the address, including the nine digit zip code, to which the individual is to report for duty. The address will appear on the order exactly as it appears on the line.

(1) There are codes for the more common Report To locations. These codes are used by placing an "\*" in the first space of the block followed by the two digit number. For example "\*09", without the quotes, will cause the address to Camp Roberts to be placed into the Report To block on the order. The Report To codes can be found by selecting Alt+F3 for a PC user or F3 for a Sperry user, while cursor is in the Report To field.

(2) If the duty is to be performed in multiple locations, the duty locations must be spelled out. That is to say that the report TOE codes will not work.

(3) Additionally, if the duty is being performed in more than one location, then in order to do just one order, the duty must be alike. In that mode of travel, quarters and rations, per diem, etc., are the same. Otherwise split the duty into separate orders.

*ac. Purpose* - This is an optional field. If used, remember that the field will appear on the order exactly as it is typed.

*ad. Report Time* - Report time is a deceiving name. In actuality, this field corresponds to the Report time/date block on the order. So, the correct way to complete this block is as follows: 0800 hours, 10 June 1993.

*ae. Addl 1 Liner* - This is an optional field used to type in additional instructions that are not coded and are needed on the order.

*af. Addl 2 Liner* - This is an optional field used to type in additional instructions that are not coded and are needed on the order. (NOTE: Both additional liners are only one line long. Do not continue the addl 1 liner on the addl 2 liner as it will be assigned a separate letter.)

Appendix B  
AFCOS Order Screen

AGR and IDT Travel Input Screen

1. The AGR and IDT Travel Input Screen is accessed by entering a 1 on the main menu. The following screen will come up:

PGM MGR Code	AGR and IDT Travel Input		Approval Level
TDC			
SSN		Event XREF	
Name		Travel EOR	
Duty Date 29-AUG-96 Thru 29-AUG-96		Daily PD Rate 0	
Override UIC		GTS Fare 0	
		Other Trvl Cost 0	
Address		Distribution Code	
		Addl EOR Cost	
NATO (Y,N) N	Destination Country		
Requester	Notes		
Requester			
Char Mode: Replace Page 1		Count: *0	
PGM MGR Code	AGR and IDT Travel Input		Approval Level
SSN	Name	Tour Date 29-AUG-96-29-AUG-96	
TDC		UIC	
Addl Instruction			
Temporary Duty At			
Will Proceed Time/Date			
Purpose			
Addl 1 Liner			
Addl 2 Liner			
Disapproval			
Notes			
Requester			

Figure B-1. AGR and IDT Travel Input Screen

2. The following instructions will be used to complete the AGR, and IDT Travel input screen.

a. *PGM MGR Code (Program Manager Code)* - This refers to whose account the money will be taken from to pay for the duty. Examples of a program manager code are TOC for the 40th ID, TOE for the 175th MED BDE, or BF0 ("B", "F", "ZERO") for all AT accounts. Only those SRCOMs with units in YRT are authorized and have access to BF0 as a program manager. (NOTE: The PRG MGR Code is controlled by your login, so no one within one SRCOM can use another SRCOM's PGM MGR Code.)

b. *TDC (Type Duty Code)* - Input the appropriate TDC for the duty.

c. *Approval Level* - Enter appropriate response (levels 1 through 4).

d. *SSN* - The Social Security Number must be input without dashes. Once return or tab is hit the computer will automatically search the SIDPERS database and retrieve the individuals name, UIC, and home of record.

e. *Name* - The name field will be pulled up automatically; however, if there is a misspelling or name change, then it may be corrected here. (NOTE: This is a one time change and will only change that order until SIDPERS is updated.)

f. *Duty Start Date* - The start date defaults to today's date. No travel order should be input to the system that has a start date prior to today's date unless a VOCO was granted by OTAG, CAOT-TO.

g. *Duty End Date* - The end date defaults to today's date.

h. *Override UIC* - Leave field blank unless there is unit other than parent unit who will receive Certificate of Performance.

i. *Address* - Individual's home of record defaults to what is currently in SIDPERS, correct if necessary.

j. *NATO Y/N* - Enter appropriate response. (NOTE: If Y for NATO, cursor automatically moves cursor to destination country field. Type city and country exactly as you want it to appear on NATO Order. [You must call CAUS-DP to inform a NATO Order is to be run as NATO Orders come out in e-mail messages not in the normal orders daily download.] NATO Orders are treated as messages, not orders, for output. NATO Orders do not run in emergency runs, you must wait overnight for delivery in the system.)

k. *Event XREF* - Enter the appropriate response. (NOTE: This is a 14 character field used to track budget events.)

\*\* l. *Trvl EOR (Travel Elements of Resource)* - The travel EOR defaults to "C". The appropriate responses are as follows:

"A" - Operational/Managerial

"C" - Training

"J" - Other (i.e., PCS)

m. *Daily PD Rate* - Enter the per diem rate for a duty location only if authorized. Obtain the per diem rate from the current USPFO Special Financial Bulletin and JFTR.

n. *GTS Fare* - This is where commercial air fare is input. Call Carlson Wagonlit Travel for the correct cost of the travel.

o. *Other Travel Cost* - This field is used to input additional costs such as rental car, reimbursement of registration fees, and other costs not covered by another field.

p. *Distribution* - This two digit code determines the electronic distribution of the order. The system defaults to "01" which sends a copy to everyone within the individuals chain of command. A complete listing of the possible distribution codes can be found by selecting Alt+F3 for a PC user or F3 for a Sperry user while cursor is in field.

q. *Additional EOR* - Use if additional element of resource and cost is needed; otherwise, leave blank.

r. *Requester Notes* - Message field from requester to approving authority (does not appear on orders), e.g. "Please approve orders", "please call me", etc.).

s. *Additional Instructions* - These fields are used to input codes for a list of common additional instructions. A complete list of the current additional instruction codes can be found by selecting Alt+F3 for a PC user or F3 for a Sperry user while cursor is in field.

t. *Temporary Duty At* - This is the address to which the individual is to report for duty including the nine digit zip code. The address will appear on the order exactly as it appears on the line. (NOTE: If the duty is being performed in more than one location, then in order to do just one order the duty must be alike. In that mode of travel, quarters and rations, per-diem, etc., are the same. Otherwise split the duty into separate orders.)

u. *Will Proceed Time/Date* - This field should be completed as follows: 0800 hours, 10 June 1993.

v. *Purpose* - This is an optional field. If used, remember that the field will appear on the order exactly as it is typed.

w. *Additional 1 Liner* - This is an optional field used to type in additional instructions that are not coded and are needed on the order.

x. *Additional 2 Liner* - This is an optional field used to type in additional instructions that are not coded and are needed on the order. (NOTE: Both additional Liners are only one line long. Do not continue the addl 1 liner on the addl 2 liner as that it will be assigned a separate letter.)

CAOT-TO (310-4)

MEMORANDUM FOR:

\_\_\_\_\_  
Date

SUBJECT: **Request for Orders**

\_\_\_\_\_  
Program Manager Code

1. Request orders for: ☐ Duty ☐ Travel Only

a) Name: \_\_\_\_\_

b) Status: ☐ FTM ☐ AGR ☐ TECH ☐ SAD ☐ CIVILIAN ☐ GUARDPERSON

c) Rank: \_\_\_\_\_

d) SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

e) Purpose: \_\_\_\_\_

f) TDC: \_\_\_\_\_

g) Dates: \_\_\_\_\_

h) Duty Location: \_\_\_\_\_

i) Mode of travel: \_\_\_\_\_

j) Government Quarters available: ☐ Yes ☐ No

k) Government Rations Available: ☐ Yes ☐ No

l) POV Round Trip mileage: \_\_\_\_\_

2. Event Name: \_\_\_\_\_ XREF CODE: \_\_\_\_\_

3. Special Instructions:

4a. POC NAME:	4b. RANK:	4c. PHONE NUMBER:
5a. APPROVED BY (Signature):	5b. OFFICE SYMBOL:	5c. DATE:
6a. FUND MANAGER (Signature):	6b. RANK:	6d. DATE: